



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
ARCHITECTURE AND ENGINEERING DIVISION
1520 East Sixth Avenue • P.O. Box 200103 • Helena, Montana 59620.0103
Phone: 406.444.3104 • Fax: 406.444.3399

ARCHITECT/ENGINEER REQUEST FOR PAYMENT

Project Name: _____ A/E #: _____
Location: _____
Architect: _____ Pay Request #: _____
Address: _____ Date: _____
Phone: _____

BASIC SERVICES	CONTRACT AMOUNT	PERCENTAGE COMPLETED	AMOUNT EARNED
1. Schematic Design Phase			
2. Design Development Phase			
3. Construction Documents Phase			
4. Bidding Phase			
5. Construction Phase			
ADDITIONAL SERVICES			
1. Record Mylar Drawings		Additional Services are to be billed at 100% and not before completion.	
2. Geotechnical Investigation/Report			
3. Site Survey			
4. Warranty Inspection			
5. Other:			
Fee Earned (Basic + Additional Services):			\$0.00
Less Retainage (Verify percentage in contract):			
Subtotal:			\$0.00
SUPPLEMENTAL SERVICES			
		Supplemental Services are to be billed at 100% and not before completion.	
TOTAL FEE EARNED TO DATE:			\$0.00
LESS PREVIOUS PAYMENTS:			
AMOUNT DUE THIS REQUEST FOR PAYMENT:			\$0.00

I hereby certify that this submitted claim for payment is correct, true and just in all respects and that payment or credit has not previously been received. I further warrant and certify by submission of this claim that all previous work for which payment has been received is free and clear of all liens, claims, security interests or encumbrances in favor of the Architect/Engineer, subcontractors, consultants, employees, material suppliers or other persons or entities and do hereby release the Owner from such.

Submitted by: _____
(Firm Name) (Architect/Engineer) (Date)

Approved by: **Montana Department of Administration**
Architecture and Engineering Division
(Owner)

(A&E Project Manager) (Date)